

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 10, 2005

TO: ALL COUNTY LICENSING AGENCIES

SUBJECT: MANDATORY ELECTRONIC TRANSMISSION REQUIREMENT FOR FINGERPRINT SUBMISSIONS

The purpose of this memo is to provide information regarding recently enacted legislation that will change the method that fingerprint images and associated information may be submitted to the Department of Justice (DOJ).

Senate Bill 970 (Ortiz), Chapter 470, Statutes of 2003, added Section 11077.1 to the California Penal Code. This section provides that, effective July 1, 2005, the DOJ may only accept fingerprint images and related information to process requests for criminal offender record information (CORI) for employment, licensing, certification, custodial child placement, or adoption purposes, if those images and related information are electronically transmitted. Fingerprint cards (FD 258) received by the DOJ after July 1, 2005 will be returned to the submitting agency for resubmission to the DOJ in the required electronic format.

It is important that applicants and licensees are advised of the new electronic submission requirement, and to use Live Scan to avoid delays in processing criminal background clearance requests as well as additional rolling fees. The DOJ may, where specific circumstances warrant, accept fingerprint cards (FD 258) if necessary to process requests for CORI. The form to request an exemption from the electronic transmission requirement will be available on the Attorney General's website at www.ag.ca.gov/fingerprints/pdf/bcii9004.pdf. Effective May 1, 2005, the DOJ will no longer supply fingerprint cards (FD 258) unless a specific need is demonstrated, or the requestor is granted an exemption from the electronic submission requirement.

If you have any questions regarding this change to the fingerprint submission process, please contact Bill Jordan, Bureau Chief, Caregiver Background Check Bureau, at (916) 263-4945.

Sincerely

A handwritten signature in cursive script, appearing to read 'Jo Frederick'.

JO FREDERICK

Deputy Director

Community Care Licensing Division

**REQUEST FOR EXEMPTION FROM
MANDATORY ELECTRONIC FINGERPRINT
SUBMISSION REQUIREMENT**

BCII 9004 (3/05)

Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170

APPLICANT INSTRUCTIONS: Please type or print clearly all information. Illegible or incomplete information may result in processing delays or denial of your request. Mail this form, together with your fingerprint card(s) (FD258), to the above address.

APPLICANT'S NAME:

LAST

FIRST

MIDDLE

APPLICANT'S ADDRESS:

STREET

CITY

COUNTY

STATE

ZIP CODE

EMPLOYER OR LICENSING AGENCY:**BASIS FOR EXEMPTION:**

1. • • NO REGIONAL ACCESS TO FINGERPRINTING SERVICES:

Nearest Electronic Fingerprint Site: (Refer to public sites listed on the Attorney General's website at <http://ag.ca.gov/fingerprints/publications/contact.htm>)

BUSINESS NAME

ADDRESS

2. • • OTHER (explain):

Pursuant to California Penal Code section 11077.1(b), I request an exemption from the mandatory electronic fingerprint submission requirement. I certify that the foregoing is true and correct.

APPLICANT'S SIGNATURE

DATE

The Department of Justice will evaluate your request and determine whether adequate justification exists to accept your hard fingerprint card(s) in order to process a request for criminal offender record information for employment, licensing, certification, child placement, or adoption purposes.